



## TEMPORARY ROAD CREW JOB DESCRIPTION MADISON COUNTY, MONTANA

Department: District 2 Road Department  
Status: Temporary, non-exempt position  
" Part time " Full time

### JOB INFORMATION

Wage or wage range: \$15.38 to start  
In accordance with Annual Salary Resolution as determined by County Commission

Purpose of Position: To perform county road, bridge, and building maintenance, and operate equipment as assigned.

Supervised by: Assistant Road Foreman, Road Foreman, County Commissioners

Supervision Exercised: None

Positions Supervised: None

### QUALIFICATIONS

- § Must be at least 18 years of age
- § Must have valid Montana Commercial Drivers License
- § Must have previous experience operating heavy equipment: dump trucks, graders, loaders, snow plows, etc
- § Must be able to use hand tools, power tools, small portable and self propelled power tools;
- § Must be able to work in unpleasant weather conditions
- § Must be able to communicate effectively with other road crew personnel
- § Must be self-motivated
- § Mechanical knowledge of road maintenance related equipment preferred

### PHYSICAL REQUIREMENTS

- § Must pass physical examination
- § Must be able to safely lift 75 pounds
- § Strength requirements include handling large tires, tire chains, cutting blades, bridge timbers and planks, etc.
- § Position requires performs full range of postural, strength, and physical demands in regard to sit, stand, walk, lift, carry, climb, balance, etc.

### FUNDAMENTAL JOB DUTIES

Function: Provides organized, functional road and bridge program

- Follows directions and instructions of supervisory personnel
- Reads county personnel manual

Methods: Uses knowledge of road and bridge program

- Talks and listens to communicate effectively
  - Uses visual acuity skills to read and understand county personnel manual
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Function: Performs required work duties

- Operates Mower along County Roads
- Controls traffic around work sites
- Loads and hauls rock, gravel, dirt, asphalt, etc.
- Patches and construct roads and streets
- Shovels mix, rake, compacts, etc.
- Operates roller, asphalt distributor, front end loader, trucks, sanders, and snow plows, bull dozer, graders, and other equipment
- Loads brush, performs general clean-up
- Operates chain saw, services equipment
- Performs drainage and ditch work, digs holes, sets poles, builds fence
- Responds to emergency calls on nights and weekends as required
- Performs related duties as assigned

Methods: Uses knowledge of road, bridge, and building maintenance procedures

- Must be capable of physically performing the full range of postural, strength, physical demands in regard to sit, stand, walk, lift, carry, climb, balance, etc.
- Communicates through verbal and written procedures

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Function: Provides care for county equipment

- Checks fluid levels, lubrication, tire pressure, etc., prior to use of county equipment
- Observes and immediately reports all deficiencies and equipment break downs or failures

Methods: Uses knowledge of equipment pre-operation procedures

- § Communicates through verbal and written processes
- § Postural activity includes sitting, standing, walking, and driving.
- § Uses hands and fingers to release and lift hoods, grasps and handles air hose, pressure gauge, etc.
- § May climb, stoop, kneel, crouch to check fluid reservoirs, etc.

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Function: Provides care of county facilities

- Provides clean-up and minor maintenance to county shop facilities and grounds.
- Reports all deficiencies of maintenance items, cleaning supplies, toiletries, etc.

Methods: Uses knowledge of building and grounds maintenance and clean-up

- Postural activities varies and includes sitting, standing, walking, and driving

- Strength requirement include handling various mechanical hand tools and supplies
- Communicates through verbal and written processes

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Function: Attends safety and training programs

- Participates and cooperates in all training, instruction, etc. provided by Madison County, including, but not limited to, equipment operation and maintenance, road and bridge maintenance and construction, safety, communications, and general county operation

Methods: Communicates through verbal and written processes

- Education may involve sitting in chair, at table or desk, or practical application involving various postural, strength, and physical demands.

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Function: Provides documentation of activities

- Documents hours worked, anticipated vacation use, equipment use, work areas, etc. as required
- Accounts for tools, equipment, supplies, and progress to Road Foreman
- Accounts for and documents work and equipment during fire fighting and emergency work

Methods: Communicates through verbal and written procedures

- Talks and listens to communicate effectively
- Reaches, grasps, and fingers objects such as writing instruments, files, logs, etc.

#### CONFIRMATION

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Madison County Commissioners reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

This Job Description represents a true and accurate description of job duties and physical demands for this position.

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Employer Representative Signature	Printed Name	Date
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Employee/Incumbent Signature	Printed Name	Date
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